

EXECUTIVE SECRETARY I

STATE OF CALIFORNIA
OFFICE OF THE INSPECTOR GENERAL

DEPARTMENTAL PROMOTIONAL EXAMINATION



9IG09
SALARY RANGE: \$3020-\$3672

FINAL FILING DATE: August 28, 2009

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY This is a DEPARTMENTAL PROMOTIONAL examination for the Office of the Inspector General

HOW TO APPLY Applications are available upon request and may be filed in person or by mail. Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

OFFICE OF THE INSPECTOR GENERAL
HUMAN RESOURCES
3927 LENNANE DRIVE, SUITE 220
SACRAMENTO, CA 95834-8780
ATTN : MOHINI PATEL

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box of the application. You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I”, or “Or II”, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS Either I
In the California state service, one year of experience performing secretarial duties at a level of responsibility not less than that of Secretary.
Or II
Three years of experience in clerical work at least one year of which shall have been in a responsible secretarial position performing a variety of difficult secretarial work. (Experience in California state service applied toward the special one-year requirement must be in a class with a level of responsibility not less than that of Office Technician.) [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

THE POSITION Under direction of the administrator of a major subdivision of a large state agency or a comparable level executive, incumbents perform difficult and responsible secretarial work and relieve the administrator of a variety of administrative and office details.

EXAMINATION INFORMATION This examination will consist of a 100% Weighted Evaluation of Education and Experience (E&E) which utilizes a review of each candidate’s experience and education compared to standards developed from the class specification. For this reason, it is important that candidates take special care in filling out their application accurately and completely. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven year limit printed on the applications. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the evaluating staff. Since final scores will be based solely on review of applications, attaining list eligibility does not guarantee an appointment. The hiring office will determine your readiness for appointment through a job-related evaluation of your technical and professional competence to assume the duties of the position.

SEE REVERSE FOR ADDITIONAL INFORMATION

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SCOPE	<p>In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. The modern office methods, supplies and equipment.2. Procedures with particular reference to the work involved in the office of an administrative official.3. Business English and Correspondence. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Type at a speed of 45 words per minute.2. Read and Write English at a level required for successful job performance.3. Direct the work of other support staff.4. Perform difficult clerical work.5. Keep difficult records.6. Make briefs of reports and correspondence and compose letters or reports independently or from instructions.7. Utilize a wide knowledge of vocabulary, grammar, and spelling.8. Perform minor administrative assignments independently.9. Handle with courtesy and tact a wide variety of public contacts both on the telephone and in person.10. Communicate effectively11. Understand and carry out directions following a minimum of explanation.12. Analyze situations accurately and take effective action.
ELIGIBLE LIST INFORMATION	<p>A departmental promotional eligible list will be established for the Office of the Inspector General. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
VETERANS PREFERENCE	<p>Veterans’ Preference Credit is not granted in promotional examinations.</p>

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Inspector General’s Human Resources Office at (916) 830-3600 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Office of the Inspector General reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. In addition, Government Code Sections 18990 and 18992 permit certain exempt employees employed by the Legislature or the Executive Branch to participate in civil service promotional exams. These codes and rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include consideration of his/her efforts toward self-development.

Veterans’ Preference: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans’ preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS’ CREDITS.** Directions for applying for veterans’ preference are on the Veterans’ Preference Application form which is available from the State Personnel Board office and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

OFFICE OF THE INSPECTOR GENERAL ♦ **HUMAN RESOURCES**
3927 Lennane Drive, Suite 220 ♦ **P. O. Box 348780** ♦ **Sacramento, CA 95834-8780**
Telephone (916) 830-3600

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones 1-800-735-2929 ♦ Voice 1-800-735-2922